

## **PRIVACY POLICY:**

*Last updated: 22<sup>nd</sup> December 2020*

Essential Business Network (Pty) Ltd, Reg. No: 2014/006293/07 (hereinafter referred to as “EBN”, “we”, “our”) respects your personal information and is committed to ensuring that your privacy is protected. EBN will take all reasonable measures, in accordance with this privacy policy, to protect all personal information given to us and keep it confidential. Below explains how EBN collects your personal data, how we use that data and how we protect any information that you give us. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. If you do not agree to our processing of your data in the manner outlined in the Policy, please do not submit any personal data to us.

### **WHY WE COLLECT DATA?**

EBN collects both personal data (such as your name and contact details) and also sensitive personal data (such as information in your resume).

The reason why EBN requires your personal information is to enable EBN:

- to provide our recruitment services to you and facilitate the recruitment process with the intention of presenting you as a possible and suitable match to the client companies of EBN;
- to assess data about you to match your skill set against vacancies which we consider may be suitable to you;
- to refer you as a candidate for employment with our client companies;
- to third parties we have retained to provide services to you, or our clients have requested such as checks on job history, criminal record, references, educational / skills qualifications / registrations / licenses as well as credit history, where such is required and is permitted;
- to carry out our obligations arising from any contracts entered into between you and us or between you and our clients.
- to notify you of EBN’s various goods, services and offerings using various mediums and platforms, subject always to your right at any time to opt out of such communication;
- to answer your questions;
- to improve our customer service and to make our services more valuable to you, to enrich your personal experience;
- to comply with the applicable labour legislation;
- to keep records in accordance with the applicable laws;
- to use your information on an anonymised basis to monitor compliance reports to government authorities in terms of the applicable laws.

### **USE OF PERSONAL INFORMATION**

As a business which includes the placement of permanent staff, we may use your personal information, with your consent, to inter alia, administer dealings and potential dealings with clients, assess applications for employment positions, analyse our web traffic and improve our site and service. By providing us with personal information, you expressly consent to EBN processing your personal information for legitimate and business-related purposes and in order to update you on any developments that take place.

### **CONSEQUENCES OF WITHHOLDING CONSENT OR PERSONAL INFORMATION**

Should you refuse to provide EBN with the required consent and or information, EBN will be unable to assist you with your employment and or recruitment requirements or provide you with EBN’s goods or services.

### **PROTECTION, DISCLOSURE AND SHARING OF PERSONAL INFORMATION**

EBN will take reasonable measures to protect your personal information from loss, misuse or unauthorised alteration. EBN does not sell and will not provide personal information to unauthorised entities or to third parties for their independent use. EBN may however share your information with its business partners. Such business partners will be requested to adhere to the provisions of this privacy policy. EBN shall not use your personal information for any purpose not disclosed above. Should EBN wish to use your personal information for any purpose, you will be requested to provide your consent in advance.

### **CONFIDENTIALITY AND SECURITY**

EBN is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and administrative measures to safeguard and secure the information we collect. However, we follow generally accepted standards to protect the information submitted to us, both during transmission and once we receive it. This website [www.ebnetwork.co.za](http://www.ebnetwork.co.za) provides an SSL encrypted, password-protected mechanism. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure.

## **ACCURACY OF INFORMATION AND ONUS**

Registration requires that all your personal information and related details supplied, are complete, accurate and up to date. Whilst EBN will always use its best endeavours to ensure that your personal information is reliable, it will be your responsibility to advise EBN of any changes to your Personal Information, as and when these may occur.

## **SENDING US INFORMATION OVER THE INTERNET**

Your information is held on servers hosted by us or our Internet Services Providers. The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

## **INFORMATION ABOUT VISITORS TO OUR WEBSITES**

We also collect information about the way visitors use this website in order to improve our services. We do not use information gained in this manner in a way that any individual can be identified, and will use it to understand our users better, and to determine aggregate trends, most popular pages, etc, for all the website's users. We may share this kind of aggregate data with selected third parties to assist with these purposes where you have consented to this. We may also undertake marketing profiling to help us identify services or jobs which may be of interest to you.

## **HOW WE USE COOKIES**

Cookies help us to improve our site and to deliver a better and more personalized service. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **COMMUNICATIONS FROM THE SITE**

When we receive emails, we use return email addresses to reply with the information requested. Such addresses are not used for any other purpose and are not shared with outside parties.

## **LINKS TO THIRD PARTY AND OTHER WEBSITES**

Our website may contain links to other websites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties, that are not owned or controlled by EBN. However, once you have used these links to leave our site, you should note that we accept no responsibility for and have no control over third party websites, links, advertisements or RSS feeds or information that is submitted or collected by third parties. Please be aware that we, EBN are not responsible for the privacy practices of such other websites. We encourage you to be aware when you leave our website and to read the privacy statements of each and every website that collects personal information. This privacy statement applies only to information collected by this website.

## **SOCIAL MEDIA FEATURES**

Our website includes social media features, such as links to our LinkedIn. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our site. Your interactions with these features are governed by the privacy policy of the company providing it.

## **UNSOLICITED COMMERCIAL EMAIL (SPAM)**

EBN is committed to providing a permission-based model for email marketing. To that end, we carry a strict anti-spam policy for all our clients. We have explicitly prohibited our staff from sending any unsolicited material to users who have not expressed their permission to receive communications from them.

## **REMOVE AND OPTING OUT**

Out of respect for your privacy, if you no longer wish to receive our services, please contact us directly. We will retain your information for as long, as needed to provide you services and as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **SURVEYS**

Upon using our services, you may be requested to participate in our periodic internal surveys that are conducted by EBN to determine your personal interests. These surveys are strictly voluntary. The data collected through these surveys will only be used to improve our products and services and will never be sold to any third parties.

**LEGAL DISCLAIMER**

We reserve the right to disclose your personal information as required by law and when we believe that disclosure is necessary to protect our rights and / or to comply with a judicial proceeding, court order, or legal process served on our website.

**UPDATES TO THIS PRIVACY STATEMENT**

We may change this Privacy Statement. The "LAST UPDATED" legend at the top of this page indicates when this Privacy Statement was last revised. Any changes will become effective when we post the revised Privacy Statement on the Online Services. Your use of the services following these changes means that you accept the revised Privacy Statement. Because email communications are not always secure, please do not include credit card or other sensitive information in your emails to us.

**YOUR ACCEPTANCE OF THESE TERMS**

By using this site, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our site. Your continued use of the site following the posting of changes to this policy will be deemed your acceptance of those changes.

**CONTACTING US**

We have created this privacy policy so that you can understand the care with which we intend to treat your information. To report any abuse or violations, or to contact us with any questions or concerns regarding this privacy policy, please contact us via email.